

The National Aeronautics and Space Administration (NASA) Ames Research Center (ARC) is seeking capability statements from all interested parties, including Small, Small Disadvantaged, 8(a), Woman-owned, Veteran Owned, Service Disabled Veteran Owned, and Historically Underutilized Business Zone (HUBZone) businesses for the purposes of determining the appropriate level of competition and/or small business subcontracting goals for the Financial Services Contract, as well as aid in the determination of contract type. The Government reserves the right to consider a Small or 8(a) set-aside based on responses received.

This requirement's NAICS code is 541611 with a size standard of \$14.0M.

#### I. PURPOSE OF THIS SYNOPSIS

To request information on capabilities of potential offerors to provide the services described in the attached Draft Statement of Work (SOW) and Performance Requirements Summary (PRS) for Financial Services in order to determine if this will be a small business set-aside. Information received as a result of this notice will be considered by the Government and used for acquisition planning purposes only. An interested parties list will be posted. The incumbent Financial Services Contract, NNA08BB30T, is issued to Al-Razaq Computer Services of Houston, TX. The current contract can be obtained through the Ames' Freedom of Information Act Office at <http://www.nasa.gov/centers/ames/business/foia/index.html>.

#### II. SUMMARY OF PROPOSED WORK REQUIREMENTS:

As described in the draft SOW and PRS attached, the support services are to include Administrative Management, Resources Management, Financial Reporting Services, Reimbursable Agreements Management Services, Quality Assurance Services, Program Analysis, Special Financial Analysis Services, Cost Estimating and Earned Value Management Services, Travel Services, Business Information Services and delivery and operation of an Electronic Task Request System.

#### III. RESPONSES REGARDING POTENTIAL SOURCES STATEMENT OF CAPABILITIES

Interested offerors having the required specialized capabilities/qualifications to support the work described under Item II Summary of Proposed Requirements are asked to submit a capability/qualification statement of 15 (fifteen) pages or less. The Capability Statement shall not exceed 15 pages (including attachments). There is no required font size and/or type designated for this Capability/Qualification Statement. Narrative, figures, exhibits, and diagrams must be readable. The Capability Statement shall be submitted electronically, via e-mail, to the Points of Contact (POC) listed below and shall include at a minimum:

- 1) Company's name, address, website (if applicable), primary POC with email address and telephone number;

2) Whether your company is a small Business, Small Disadvantaged Business, 8(a) Set-Aside business, HUBZone Small business, Woman-Owned Small Business, Veteran-Owned Small Business, HBCU/MI, Service-Disabled Veteran-Owned Small Business for NAICS code 541611, Size Standard \$14M;

3) Company's average annual revenues for the past 3 years;

4) Affiliate information: parent company, joint venture partners, potential teaming partners, prime contractor (if potential sub) or subcontractors (if potential prime); and point of contact – position, address and phone number;

5) DUNS number and cage code.

6) A list of relevant work performed in the past 5 years including, contract numbers, contract type, dollar value of each contract, number of employees and customer point of contact – address, phone number and email address.

7) The Government is contemplating use of incentives throughout the contract as shown in the attached SOW (see FAR 16.4 Incentive Contracts). Are there changes that your company suggests in regards to these incentives? What, if any, sections should not be incentivized? Why or why not?

8) The Government anticipates financial services support may be needed not only at ARC, but at multiple NASA entities located throughout the United States (however the contractor would still be located at ARC). Address your company's ability to perform this potential effort.

9) Provide examples of your company's past experience and capability related to the attached SOW technical areas: resources management, program analysis, earned value management, cost estimating, and travel services; and indicate what percentage of the technical area your company would perform. In terms of this list, what areas would your company suggest be ideal for subcontracting? Is your company interested in being the prime contractor or a sub-contractor for this requirement? If your company is interested in being the prime contractor, what would be your subcontracting goals?

10) If your company has provided financial services support similar to the requirements delineated in the attached SOW and PRS, identify the type of electronic task request system that was used. Describe your task request system and address the following capabilities of that system for: multiple signature approval levels, multiple labor categories, multiple subtasks, ability to calculate cumulative costs, and ability for both the company and the Government to input text. Did your company develop this system? Does your company have full rights to re-use this system elsewhere?

11) If the Government solicits this requirement under full and open competition, what does your company suggest as the small business goals?

General brochures or generic information alone will not be sufficient to provide your company's capabilities for review.

ARC encourages qualified Joint Venture and other business arrangements to submit capability statements as well.

#### IV. RESPONSE TO THE SYNOPSIS

Your capability statement and feedback response, emailed to Elizabeth M. Pane at the email address provided below, is required not later than October 3, 2012. If an interested party requests confirmation of receipt, a receipt confirmation will be provided.

Written questions should also be directed to the e-mail address of the Point of Contact below not later than September 27, 2012. Verbal questions will not be accepted.

Please reference your company's name and RFI-Financial Services in the subject line of the e-mail. This sources sought synopsis is for informational and planning purposes only and is not to be construed as a commitment by the Government nor will the Government pay for any information solicited. Since this is a sources sought announcement, no evaluation letters and/or results will be issued to the respondents.

Once the procurement strategy has been finalized, the Contract Specialist and technical representative plan to meet with industry for half hour meetings prior to the release of the final solicitation.

No solicitation exists; therefore, do not request a copy of the solicitation. If a solicitation is released it will be synopsized in FedBizOpps and on the NASA Acquisition Internet Service. It is the responsibility of the potential offeror to monitor these sites for the release of any solicitation or synopsis.

Additional information will be posted on the Ames Acquisition Forecast and Acquisition Planning tool at the locations below:

Ames Acquisition Forecast: Posted at <http://server-mpo.arc.nasa.gov/Services/Proc/ProcDocs/Forecast.pdf>. This link will give you the Product/Service Code, approximate value range, the fiscal year and quarter for release of the solicitation, whether it is expected to be a small business set-aside (and the extent), and if the requirement will be competitive. An explanation of the codes shown is at the bottom of the webpage.

Acquisition Planning Tool: Schedule and other information about major upcoming ARC procurement actions is available at <http://ec.msfc.nasa.gov/cgi-bin/eis/admin/admin.cgi?center=ARC>

To access these websites, copy and paste the links into your web browser.

To ensure information and questions are understood correctly, please submit all questions and data through the e-mail addresses only, NOT through the phone or fax numbers listed below.